

REQUEST FOR TENDERS

File: AP_6/1/2 (Regional Strategy)
Date: 16 January, 2020
To: Interested suppliers
From: Ma Bella Guinto bellag@sprep.org

Subject: Request for tenders to conduct a review of the Cleaner Pacific 2025 Implementation Plan 2016 to 2019 and prepare a draft Implementation Plan 2021-2025

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP is the lead coordinating agency responsible for the mid-term review of the Pacific Regional Waste and Pollution Management Strategy 2016-2025 (Cleaner Pacific 2025) that is being delivered through actions laid out in the Implementation Plan 2016-2019 by SPREP, SPREP Member countries in the Pacific Region in close collaboration with SPREP members, JPRISM and key stakeholders.
- 1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants who can offer their services to assist SPREP in conducting a review of the Cleaner Pacific 2025 Implementation Plan 2016 to 2019 and prepare a draft Implementation Plan 2021-2025.
- 2.2. The successful applicant will need to provide information as per the Terms of Reference of the consultancy as outlined in Annex A by 31st January 2020.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - Submit a detailed Curriculum Vitae detailing qualification and previous relevant experience for each proposed personnel;
 - Provide at least 3 references as part of the tender application;
 - Provide examples of past related work outputs; and
 - Complete the tender application form – note you are required to complete all areas in full as requested, particularly the statements to demonstrate you meet the selection criteria. DO NOT refer us to your CV or Technical proposal. Failure to do so will result in the application NOT being considered.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should outline the interested supplier's complete proposal:
- Personnel (individual CV's which highlight relevant qualification and experience);
 - Technical Proposal (details to achieve tasks outlined in Annex A); and
 - Financial Proposal (include timeframe and costs, proposal to remain valid for 90days and quoted in USD).
- 4.3 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Siniva Tuuau-Enosa on sinivat@sprep.org and copy Ma Bella Guinto on bellag@sprep.org before 24th January 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 27th January 2020.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tenderer satisfies the following criteria.
- i. Experience (20%)
 - Curriculum Vitae of all project staff and roles to be deployed on in the proposed project plan;
 - Have proven experience in waste management and pollution control;
 - Have extensive knowledge of key waste and pollution issues in Pacific Island Countries and Territories;
 - Have proven experience working in the Pacific region;
 - Have excellent analytical, policy and strategic experience; and
 - Proven track record in undertaking assessments and review of waste and pollution management activities.
 - ii. Proposed Project Methodology (50%)
 - Detailing activities to be conducted over the term of the engagement, including detail on which team members will undertake each activity;
 - Describe proposed approach and methodology to carry out key tasks for the review of the Cleaner Pacific 2025 Implementation Plan 2016-2019 that clearly demonstrates progress. A proposed process for engaging key stakeholders and provision of a tentative list of key stakeholders to be involved. Give an example of an outline of the proposed framework for the draft Cleaner Pacific 2025 Implementation Plan 2021-2025.
 - iii. Added value (10%)

Explain how participation in this consultancy can add value to the delivery of Cleaner Pacific 2025 through the development of a draft Cleaner Pacific 2025 Implementation Plan 2021-2025.

- 6.2 Assessment of proposals will be based on the evaluation of the Technical Proposal (80%) and the Financial Proposal (20%)
- 6.3. The Financial evaluation will award maximum points to the lowest priced bid. Subsequent bids will be awarded points calculated as a percentage of the lowest price.
- 6.4. The maximum budget available for this project is US\$35,000

7. Deadline

- 7.1. **The due date for submission of the tender is: 31st January 2020 midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked '**TENDER: Review of Cleaner Pacific 2025 Implementation Plan 2016 to 2019 and Draft Implementation Plan 2021-2025**' to one of the following methods:

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders box at SPREP reception,
Vailima, Samoa.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website
<http://www.sprep.org/accountability/complaints>

Annex A:

Review of the Cleaner Pacific 2025 (CP 2025) Implementation Plan 2016 to 2019 and Drafting of the Implementation Plan 2021-2025

Terms of Reference

A. Background

1. The 2016-2025 Pacific Regional Waste and Pollution Management Strategy (Cleaner Pacific 2025) is a comprehensive long-term strategy for integrated and sustainable waste management and pollution prevention and control in the Pacific Islands region. It was developed in consultation with 21 member countries along with financial and technical support from JICA. CP 2025 outlines four strategic goals and 15 strategic actions to address priority waste and pollution management issues in the region.
2. SPREP and Pacific island countries and territories are responsible for the delivery of these actions, with these deliverables clearly articulated in the 2016-2019 Implementation Plan. A mid-term review of the delivery of Cleaner Pacific 2025 is now due to determine progress against the activities in the 2016-2019 Implementation Plan.
3. The main purpose of the review is to verify and evaluate the progress in the delivery of these actions through the current Implementation Plan 2016 to 2019. The review will also identify necessary corrective actions and strategic recommendations for the second half of the strategy implementation period (2021-2025).
4. The period of the CP 2025 Implementation Plan will expire in 2019 and necessitates revision and updating through to the remaining period of CP 2025.

B. Description of the consultancy assignment

5. Under the overall supervision and guidance of the Director of the Waste Management and Pollution Control Programme, the consultant will liaise and consult extensively with SPREP staff, SPREP Members and national waste and pollution focal points, regional and international organizations and partners (including UNEP), and key stakeholders to deliver the required key deliverables and outputs.
6. The work is expected to be carried out through the following: (i) desktop review of key literature, policies, plans, technical and scientific reports, regional strategies and plans; and relevant international frameworks relevant to waste management and pollution control, (ii) a consultative, participatory and multi-stakeholder process conducted through questionnaire surveys (including teleconferences to assist with completion of questionnaires and data gathering), workshops, meetings, and focused group discussions. The consultant is expected to work closely with national and regional counterparts. A country/field visit can be accommodated in early February to meet with Pacific island countries, SPREP and other partners.
7. The process for the review of the CP 2025 Implementation Plan will involve a survey of responsible parties in the delivery of their set activities. This survey will need to be informed through a desktop analysis of achievements, relevant project outcomes, self-assessment internet survey and telephone interviews. Progress towards and/or delivery of

the activities in the Plan will be assessed along with any barriers that have impeded progress, emerging issues and priorities.

8. The expected output will be an evaluation report of the findings of achieving the aims of the CP2025 through assessing progress on achieving the implantation plan. An additional output is a new CP 2021-2025 Implementation Plan. This plan should be streamlined, and prioritized and informed by the findings of the evaluation report.
9. SPREP is seeking the services of a short-term consultant or a team of consultants to undertake this work.

C. Scope of work and description of key activities

The scope of work for this consultancy covers the following tasks:

PART I: Project Inception and Review of the CP 2025 Implementation Plan (01 February – 30 April 2020)

10. Develop detailed work plan including selected approaches, methodology and timelines;
11. Undertake an independent review of the implementation of the CP 2025 based on the findings and results of the self-assessment survey, relevant project outcomes, face-to-face and telephone interviews;
12. Assess progress at regional, national towards achieving the 10-year Vision, Mission and Goals of CP 2025. Based on the information collected, prepare brief case studies to highlight key achievements, successes and lessons learnt;
13. Identify key challenges faced in the delivery of the CP 2025 Implementation Plan 2016 to 2019 and assess current capacity at the national level to implement future actions to support further implementation of the CP 2025 through to the remaining period of the 10-year Strategy;
14. Review and assess linkages and synergies between CP 2025 and international priorities including Sustainable Development Goals and compliance to Multi-Environmental Agreements;
15. Assess levels and extent of partnerships and collaborative initiatives developed and established to support implementation of CP 2025 and how these can or should continue to be sustained or leveraged; and
16. Review effectiveness of existing coordination mechanisms in support of the delivery of the CP 2025 and propose ways to strengthen these.

PART II: Development of the CP 2025 Implementation Plan to cover the period 2021 to 2025 (01 May –10 June 2020)

Based on outcomes and key findings from Tasks in Part I and feedback from SPREP, SPREP members, and key stakeholders, complete the following key tasks:

17. Establish concrete SMART targets for the next five years that will contribute to the achievement of the current 10 year Vision, Mission and updated Goals for waste management and pollution control in the Pacific region;
18. Define sets of indicators to assess progress towards achieving targets using available waste data;

19. Draft the Implementation Plan 2021 to 2025 to support further delivery of the CP 2025, to include the following key elements:
 - a. activities to implement agreed targets based on the defined sets of indicators;
 - b. specified roles and responsibilities of key stakeholders involved, required resources and timelines
20. Circulate the draft CP 2025 Implementation Plan 2021 to 2025, after peer review at SPREP, to the member countries and other stakeholders (including UNEP) for further review and validation;
21. Revise and finalise the updated draft CP 2025 Implementation Plan 2021-2025 incorporating all feedback received, when relevant;
22. Prepare End of Consultancy report detailing process undertaken, methodologies and approaches used, summary of key findings, outcomes of discussions, and key lessons learnt. The report should be produced in a format that is readable and accessible electronically in MS Word and should also contain a list of stakeholders consulted, literature reviewed and attachments of any other key information or product that emanated from the entire process of the review of the CP 2025 and Implementation Plan 2016-2019 and drafting of the Implementation Plan 2021 to 2025.

D. Location of the Work

23. The drafting of the updated CP 2025 Implementation Plan 2021 to 2025 will involve desktop research and analysis of survey returns and information gathered from the 21 Pacific Island Countries and Territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, Wallis and Futuna) covered in the Strategy document.
24. Other required information will be provided from the SPREP Headquarters in Apia, Samoa.
25. A regional consultation will be likely held in Fiji in February 2020, back to back with other regional meetings.

E. Key Deliverables/Outputs:

26. *Output 1:* A detailed report of the findings from the review of the CP 2025 and Implementation Plan 2016-2019, assessing progress in achieving CP2025, with clear sets of recommendations to prepare an updated draft CP 2025 Implementation Plan 2021-2025;
27. *Output 2:* Final Draft CP 2025 Implementation Plan 2021-2025;
28. *Output 3:* End of Consultancy Report

F. Timeframe

29. All tasks completed and the deliverables submitted to SPREP by the 10th of June 2020.